


MUSKEGON COUNTY REGIONAL WATER SYSTEM POLICY BOARD  
MUSKEGON CHARTER TOWNSHIP  
1990 E. APPLE AVENUE  
MUSKEGON MICHIGAN 49442  
17 December 2013  
2:00 P.M.

A G E N D A

- A. Call To Order.
- B. Roll.
- C. Approval of Agenda
- D. Approval of Minutes. (p.2)
- E. Discussion Items:
  - 1. Committee to study revenue sources
- F. Information Items:
  - 1. New Meter Set List for November 2013 ( p. 6)
  - 2. Local Fund Balance Sheet for November 2013 (p. 7)
- G. Reports:
  - 1. Water System Update (p. 8 )
- H. Old Business.
- I. New Business.
- J. Audience Participation.
- K. Adjourn.

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Muskegon County Regional Water Policy Board		BUDGETED	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DEPARTMENT Public Works	COMMITTEE DATE 17 December 2013	REQUESTOR SIGNATURE 		
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
Approval of the minutes of the 12 November 2013 meeting of the Muskegon County Regional Water System Policy Board.				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
I move to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on 12 November 2013.				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u>		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>		
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee:				Date
AGENDA DATE:	AGENDA NO.:	BOARD DATE:	PAGE NO. <span style="float: right;"><i>2</i></span>	

**MINUTES**

**Muskegon County Regional  
Water System Policy Board  
Board of Commissioners Room  
Michael J. Kobza Hall of Justice  
990 Terrace Street  
Muskegon, MI 49442  
November 12, 2013**

**CALL TO ORDER**

The meeting was called to order by Chairman Sam St. Amour at 2:00pm.

**ROLL**

**Present:** Kim Arter, Laketon Township Supervisor  
Chris Hall, Dalton Township Supervisor  
David Kieft, Muskegon Charter Township Supervisor  
Kenneth Mahoney, Muskegon County Board Chair  
Susie Hughes, Muskegon County Commissioner  
Sam St. Amour, Fruitland Township Supervisor  
Terry Sabo, Muskegon County Commissioner

**Staff**

**Present:** John Warner, Muskegon County Public Works Director  
Mary Mack, Muskegon County Public Works, Temporary Employee

**Present:** David Bossenbroek, Attorney  
Rod Siegel, Laketon Township  
Andy Zorn, Buck Construction  
Lori Archer  
Jan Deur, Fruitland Township

**WSPB-13-064 – APPROVAL OF AGENDA**

Moved by David Kieft, seconded by Kim Arter, to approve the November 12, 2013, agenda.

Motion carried.

**WSPB-13-065 – APPROVAL OF MINUTES**

Moved by David Kieft, seconded by Kim Arter, to approve the October 8, 2013 minutes.

Motion carried.

**WSPB-13-066 – AUTHORIZATION TO APPROVE JOHNSON & ANDERSON PROPOSAL**

Moved by Terry Sabo, seconded by Kenneth Mahoney, to approve the Johnson & Anderson proposal for the design and construction engineering of a 300 foot +/- extension of a 12-inch water main in Creston Street south from Forest Avenue and to bid the construction of the project once designed with costs being paid from the Regional Water System Fund 5910-0552.

Roll call: Ayes – Arter, Hall, Kieft, Mahoney, Hughes, St. Amour, Sabo

Nays – None

Motion carried.

**WSPB-13-067 - AUTHORIZATION TO AMEND THE SCHEDULE OF THE PER-REU PORTION OF THE CUSTOMER-PAID CONNECTION FEES**

Motion by Chris Hall, seconded by Kim Arter to table the schedule of the Per-REU portion of the customer-paid connection fees until the 1<sup>st</sup> of the year.

Motion carried.

**WSPB-13-068 – INFORMATION ITEMS**

The following information items were received and placed on file:

1. New Meters Set List (October 2013)
2. Local Fund Balance Sheet (October 2013)

**WSPB-13-069 – REPORTS – WATER SYSTEM UPDATE**

The Water System Update was accepted as written by John Warner and distributed in a memo for information.

**WSPB-13-070 – OLD BUSINESS**

There was discussion regarding the Hydrant maintenance fee team. Chris Hall informed the board that he had spoken with Jeff Woods some time ago and that the team is just taking a break.

Sam St. Amour asked if Lori Archer would be willing to serve with Chris Hall, she agreed. So, Lori Archer, John Warner, Chris Hall and Jeff Woods will work on the Hydrant maintenance team.

**WSPB-13-071 – NEW BUSINESS**

None.

**WSPB-13-072 – AUDIENCE PARTICIPATION**

None.

**WSPB-13-073 – ADJOURN**

Moved by Dave Kieft, seconded by Sam St. Amour, to adjourn the meeting at 2:50 p.m.

Motion carried.

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Sam St. Amour  
WSPB Chair

Mem

New Meters Set

Property Location	Customer Name		Installed	TWP	Size	REU
1556 NORTH ROBINHOOD		RES	LAK	11/25/13	LAK	3/4 I 1.00

New Meters Set

Property Location	Customer Name		Installed	TWP	Size	REU
2510 APPLE		COM	W/S	11/21/13	MUS	1 1/2 1.80
3430 LUND AVE		COM	W AND S	11/12/13	MUS	3/4 2.70
3430 LUND AVE		COM	W AND S	11/12/13	MUS	3/4 2.70
3110 EVANSTON		RES	W AND S	11/20/13	MUS	3/4 1.00

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LOCAL FUND BALANCE SHEET  
as of November 30, 2013

	YTD .05 PER UNIT OF WATER	YTD REU REIMBURSEMENT	CURRENT ACCOUNT BALANCE
DALTON TWP	\$ 615.27	\$ 225.80	\$ 7,100.76
FRUITLAND TWP	\$ 7,404.00	\$ -	\$ 270.75
LAKETON TWP	\$ 3,623.07	\$ 800.00	\$ 4,237.35
MUSKEGON TWP	\$ 17,904.27	\$ 1,732.00	\$ 19,636.27

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# MUSKEGON COUNTY

M I C H I G A N

## BOARD OF PUBLIC WORKS

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District 1

## MEMORANDUM

TO: Chairman St. Amour and Members of the Regional Water System Policy Board

FROM: John K. Warner, Director of Public Works 

DATE: 04 December 2013

SUBJECT: Public Works Monthly Operations Report, November 2013

Staff is working on replacement of bad meters in buildings currently. Customer response to appointment requests has been extremely poor. We will keep working on it.

Staff is working on a revision to the Water System Emergency Plan. This must be revisited every few years to be sure that all information contained in the plan is current and accurate.

Chlorine is being actively fed into the system at the Giles Road pump station to keep the residual levels up in the system until the water temperature cools off sufficiently that the chlorine degradation rate slows down to acceptable levels.

On 03 and 04 December, we flushed the Whitehall Road line and the elevated storage tank on Whitehall Road. The Greenridge area is flushed periodically as needed.

All water storage tanks are running fine with no problems.

On 25 October a VFD drive at the Quarterline Pump Station failed and burned some wiring. The parts were ordered and installed by the City of Muskegon WTP staff and the drive is functioning fine now. Firmware changes were made so that the cooling fan shuts off now when the drive is not in operation.

The pump station on Harvey Street was having an issue with the cooling fan on VFD #4. Rockwell got this drive unit repaired and running again. Firmware changes were made so that the cooling fan shuts off when the drive is not in use.

